



PRESERVATION PERMIT APPLICATION- OUTBUILDING AND DADU

METROPOLITAN HISTORIC ZONING COMMISSION

1113 Kirkwood Avenue, Nashville, TN 37204

615-862-7970, HistoricalCommission@nashville.gov,

DEADLINE: **Complete** applications must be received a minimum of 16 days prior to the next MHZC hearing which takes place on the third Wednesday of the month. Please visit www.nashville.gov for the schedule in case of deadline landing on a holiday. Incomplete applications will not be scheduled until all information has been received.

PROPERTY ADDRESS: _____

APPLICANT (All communication by phone, fax, email or mail will be with the applicant.)

Name _____

Mailing Address _____

City _____ Zip Code _____

Contact Phone _____ Email _____

☐ Owner ☐ Contractor ☐ Architect/Designer ☐ Other _____

PROPERTY OWNER (If different from applicant.)

Name _____

Mailing Address _____

City _____ Zip code _____

Contact Phone _____ Email _____

PROJECT DESCRIPTION FOR OUTBUILDINGS

Code Administration's Temporary Bldg Permit # _____

(This number starts with a "T" followed by the year. It may also be obtained later.)

Zoning for lot: _____

Lot area in square feet: _____

Total square footage of existing outbuildings (sheds, garages, etc) that are not planned to be demolished: _____

Height of principal structure (from top of foundation to ridge): _____

Is the building less than six feet (6) from any other building, including those on adjoining lots? _____

If the project is required to go before the MHZC it is the responsibility of the applicant to provide mailed notice and yard signs at least 11 days prior to the public hearing. See "Notice Requirements." **If the notice requirements of BL2021-621 are not met, the project review will be delayed.**

INFORMATION TO BE SUBMITTED WITH APPLICATION

All applications must have documentation which clearly illustrates the proposed exterior appearance of the project. **Incomplete applications will not be scheduled for a MHZC public hearing until they are complete.** Design Guidelines and a work-sheet for outbuildings/DADUs are available online at <http://nashville.gov/Historical-Commission/Services/Preservation-Permits/Districts-and-Design-Guidelines.aspx>.

NEW CONSTRUCTION (Including Additions)

At least one complete set of drawings should be no larger than 11 x 17 and MUST be to scale. PDF files preferred.

- ☐ Site plan showing the entire lot with property lines and with all setbacks clearly noted. *More accurate maps may be obtained at Community Plans/Planning Commission.*
- ☐ Elevation drawings of each façade with dimensions (including roof pitch) and materials specified.
- ☐ Floor Plans of both levels
- ☐ Plans showing all associated site improvements, e.g. sidewalks, lighting, pavement, etc.
- ☐ Window and door manufacturer and model
- ☐ Current photographs of building or site. (Digital preferred)
- ☐ Drawings, samples, product literature manufacturer's illustrations may be required
- ☐ Roof plan may be necessary for complex new construction
- ☐ Demolition plans, if applicable.
- ☐ Any additional information requested

DECISION MAKING

The MHZC reviews exterior design but not use. How a building may be used, such as a detached accessory dwelling unit, will be a decision of the Codes Department.

Decisions of the MHZC are guided by design guidelines based on the National Park Services' Secretary of Interior Standards for Rehabilitation. To view the design guidelines, visit www.nashville.gov.

Any substitution or deviation from the approved work items listed on the Preservation Permit requires further review and approval by the Historic Zoning Commission prior to being undertaken. Accurate scale elevations, drawings, and site plans are needed for project review. The MHZC retains copies of all materials submitted.

SIGNATURE _____

DATE _____

I/We the above signed do hereby make application for a Preservation Permit following plans and proposals to be undertaken within the boundaries of an historic preservation overlay pursuant to Article IX of the Metropolitan Code.